



WEST DEAN PARISH COUNCIL

Jo Miles
Clerk to the Council

Phil Holland
Deputy Clerk

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COUNCIL AGENDA

To, Members of West Dean Parish Council

Dear Councillor

I summon all members to attend a meeting of West Dean Parish Council to be held on Wednesday 24th September 2025 at 7pm in the **Witherby Room of the West Dean Centre** for the purpose of transacting the business on the agenda set out below.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

The meeting will follow the Public Forum, which will begin at 7.00pm.

IN ACCORDANCE WITH THE COUNCIL'S CLIMATE EMERGENCY POLICY, PLEASE DO NOT BRING SINGLE USE BOTTLES TO THIS MEETING

Yours sincerely
Parish Clerk/RFO

J Miles

J Miles

PUBLIC QUESTIONS & COMMENTS – 7.00 pm to 7.30 pm

25090	County and District Reports
	To receive reports from Gloucestershire County and Forest of Dean District Councillors, this can be either verbal or written reports.
25091	<u>Council Formal Business</u>
25091.1	Co-option of Bream Councillor To receive the application from Martin Bennett. Attachment 1.1 - Application forms for the role of Parish Councillor completed by Martin Bennett.
25091.2	Apologies To receive, and consider for approval, any apologies for absence and reasons given.

25091.3	Declarations of Interest / Dispensation Requests To receive any declarations of interest, members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with the Council's Code of Conduct. A request for dispensations can be requested at the meeting and the paperwork completed for Councils consideration.
25091.4	Minutes of the Previous Meeting To confirm and sign the minutes & Confidential Closed Session Notes of the meeting held the 27th August 2025 <i>Attachment 1.4 – Minutes of the Council meeting held on 27th August 2025</i>
25092	<u>Items for Consideration and Resolution</u>
25092.1	Finance To receive and note the budget monitoring information for WDPC and WDC. <i>Attachments 2.1 – Working Budgets 2025/26 WDPC & WDC & Budget overview documents.</i>
25092.1i	To review and approve the September 2025 expenditure payment schedule, Direct Debits, Standing Orders, and credit card transactions totalling WDPC = £ 13,079.61 exc. VAT and WDC = £2093.49 exc. VAT <i>Attachment 2.1i - Expenditure payment schedule</i>
25092.1ii	To advise Council that Cllrs M Costley & S Yeates are to authorise payments on the banking system for WDPC & Cllrs M Costley & J Richmond are to authorise payments on the banking system for WDC
25092.1iii	
25092.1iv	To note that Cllrs S Dunford & J Richmond will undertake the September 2025 financial inspection of the WDPC and WDC accounts.
25092.1v	To receive the report and note the August 2025 financial inspection dated 10.09.2025 of transactions for WDPC totalling £31,265.51 and WDC totalling £4,716.80 which were undertaken by Cllrs A Betenson & B Evans.
25092.2	Governance & Scrutiny To receive and note the minutes and notes of the Governance & Scrutiny meeting held on 16th September 2025 <i>Attachment 3.1 – Minutes of the Governance and Scrutiny meeting held on 16th September 2025</i> Recommendation to approve and adopt the following policy. • Asset Policy Also Recommendation that West Dean Parish Council write to the Chair of the Yorkley Court Solar Community Fund, copying in Forest of Dean District Council, asking whether the grant threshold could be increased due to inflation.

25092.3	Meadow Walk Sling Proposal from Cllr Wheeler That WDPC instruct the Clerk to investigate the possibility of acquisition of Land at Meadow Walk, Sling, including discussion with the current landowner.
25092.4	Armed Forces Covenant To discuss re-signing the Covenant. The signing of the Covenant was originally agreed at the May 22 Full Council meeting held at Ellwood Football Club . Minute ref 22051.8 <i>The Council confirmed its support for this Covenant by resolution, with 1 abstention and 10 in favour and 3 uncast votes.</i>
25092.5	Mineshafts and ground water contamination A letter from Lawrence Brown (Landlord, The Gamekeepers) requesting assistance with possible ground water contamination. To discuss sending a letter from WDPC – SY has complied a draft (which can be found in the drop box).
25092.6	Clerks Report To receive a report from the Clerk
25092.7	Deputy Clerks Report To receive a report from the Deputy Clerk
25093	<u>Items for Information – Councillors to note.</u>
25093.1	Planning Committee To receive and note the minutes of the Planning Committee held on 2nd & 16th of September 2025 <i>Attachment 2.3 –Minutes of the Planning Committee meetings held on 2nd & 16th of September 2025</i>
25093.2	West Dean Centre User Group To receive and note the notes of the informal meeting held on 10th September 2025 <i>Attachment3.2–Notes of informal meeting held on 10th September 2025</i>
25093.3	Chairs items To receive any reports or information from the Chair.
25093.4	Chestnut Wood Lease To advise Council that the Clerk is still awaiting confirmation from our Solicitor with regard to the lease.
25094	Public Round-up – 10 minutes A time set aside for any members of the public to comment or ask further questions following the meeting.

25095		Forthcoming Meeting Schedule:				
Oct-25						
Tues	7th October 2025	5.00pm	Planning Committee	West Dean Centre		
Tues	21st October 2025	2.30pm	Highways & Footpaths	West Dean Centre		
Tues	21st October 2025	5.00pm	Planning Committee	West Dean Centre		
Wed	22 nd October 2025	2pm	Finance Committee	West Dean Centre		
Weds	29th October 2025	7.00pm	Full Council	West Dean Centre		
Nov-25						
Tues	4th November 2025	5.00pm	Planning Committee	West Dean Centre		
Tues	18th November 2025	11.30am	Governance & Scrutiny	West Dean Centre		
Tues	18th November 2025	5.00pm	Planning Committee	West Dean Centre		
Weds	26th November 2025	7.00pm	Full Council	West Dean Centre		
Dec-25						
Tues	2nd December 2025	5.00pm	Planning Committee	West Dean Centre		
Tues	16th December 2025	2.30pm	Highways & Footpath Committee	West Dean Centre		
Tues	16th December 2025	5.00pm	Planning Committee	West Dean Centre		

- 1 The Public Questions & Comments is designed to give electors the opportunity to make representations to the Council or to ask questions. It takes place before the formal meeting of the Council.
- 2 The time allocated to the whole period of the open forum is 30 minutes.
- 3 Whether your attendance is part of a deputation or as an individual, the spokesperson will be invited to put the case with a maximum time limit of 10 minutes. Follow up speakers will be allowed 5 minutes in total.
- 4 The Chair will decide whether he/she can advise the deputation immediately or if he needs to sound out members and/or consult the Clerk. The Chair will then inform the deputation what action the Parish Council intends to take.
- 5 The initial response by the Council will be to establish if the matter is something which the Council should be involved in as a matter of public interest or is a private matter for the electors to deal with themselves.
- 6 What the Council may not be able to do at this initial stage is to attempt to solve the actual problem itself. What the Council will do is to decide the best method to deal with the problem and this can take several forms as follows –

The Council can decide -

- (i) The degree to which the Council can act as advocate on behalf of the individual or group of electors.
- (ii) To refer the matter to a Committee of the Council for action.
- (iii) To place the matter on a future Parish Council agenda.
- (iv) To instruct the Clerk to make further enquiries or conduct correspondence on behalf of the deputation or arrange meetings as considered necessary.
- (v) If the matter is already on the Council agenda the Chair will invite electors to make any points they feel are relevant regarding the agenda item. The deputation can then remain and listen to the debate in Council.
- (vi) If, during the formal meeting, the Chair feels that the deputation has information which will be useful to the Council, the Chair with the agreement of members can invite a spokesperson to address the Council.